

The City of Santa Clara



Invites applications
for the position of

INSPECTION MANAGER

PLANNING AND INSPECTION DEPARTMENT

Preferred Filing Date:
May 13, 2008



City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050

SALARY AND BENEFITS

The Inspection Manager annual salary is normally appointed at 85% of Control Point, which is approximately \$107,124. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$126,024. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Tuesday, May 13, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:
City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

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AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 114,238 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and Paramount's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$535.5 million.

THE DEPARTMENT

The mission of the Planning and Inspection department is to plan for and review the development and maintenance of the privately owned, physical environment of the City.

THE POSITION

This is a management position in the unclassified service responsible for the planning, direction and coordination of the field inspection function and technology projects of the Building Inspection Division in the Planning and Inspection Department. An incumbent in this position oversees the Building Inspection Division's mission to insure that building inspections are performed promptly with a consistency in application of current codes; that service requests for building and housing code violations are investigated and resolved fairly and in a timely manner; that the computerized permitting and inspection system is functioning.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Bachelor's degree in engineering, architecture, construction management or a related field; and

- Three (3) years as a Senior Inspector for a City or County, including two (2) years of supervisory experience (supervising inspectors) in a building inspection office.

POSSIBLE SUBSTITUTIONS:

- Up to four (4) years experience performing supervisory building code inspections for a public building inspection office may be substituted for the required education on a year for year basis

LICENSE & CERTIFICATION

- Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.
- Certification as a Combination Inspector is desirable.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Building and Housing Codes, related ordinances and regulations;
- Electronic permitting system; the proper methods of building construction;
- Procedures involved in the enforcement of building codes and ordinances;
- Pertinent State, Federal and local laws, codes, and ordinances pertaining;
- Proper inspection methods, procedures, and materials;
- Personal computers and standard business software applications;
- Principals and practices of supervision, training and performance evaluation;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications;
- Project and workload planning; and
- Environmental and safety principles, practices, procedures and standards.

Ability to:

- Interpret technical building codes and ordinances;
- Read and interpret building plans and specifications;

- Identify and resolve complex organizational, procedural and technical problems and improve the office/inspection operation.
- Supervise the activities of others engaged in the administration of important Building Inspection Division functions;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of the City and constituents, and readily readjusting priorities to respond to current and future needs;
- Establish and maintain effective working relationships with those contacted in the course of work including staff, building contractors and the general public;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Identify, research and gather relevant information from variety of sources;
- Prepare and present clear, concise and technical written and oral reports;
- Prepare and maintain accurate, clear, and concise written documents such as technical reports, records, forms, and correspondence
- Communicate tactfully, logically and clearly, both orally and in writing;
- Work effectively in time-sensitive situations and meet deadlines;
- Coordinate multiple projects and complex tasks simultaneously;
- Tactfully gain the cooperation and compliance of individuals and organizations
- Develop creative and practical solutions to complex and difficult problems; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Preparation and oversight of budget, staffing, work plans, major projects;

- Establish, evaluate and revise building inspection procedures, practices and rules in conformance with department policies;
- Manage, train and evaluate professional, technical and clerical staff and develop processes designed to support a continuous learning environment;
- Conducts research and analysis of complex technical issues; evaluates options and makes recommendations for action; prepares staff reports and recommendations.
- Administer the Building Inspection Division's electronic permitting software;
- May act as the Building Official in his/her absence and may represent the Building Official at public meetings; and
- Performs other duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Building Official or other manager as assigned.

SUPERVISION EXERCISED

Supervises the work of Senior Building, Plumbing and Electrical Inspectors, other Housing/Combination Inspectors and other staff as assigned. May act as the Building Official in his/her absence.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment

SPECIAL CONDITIONS

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100.